

COMMUNITY ASSESSMENT REPORT -- EXECUTIVE SUMMARY OUTLINE

INTRODUCTION

- Provide an overview and explain the purpose of your agency's community assessment report

APPROACH

- Describe the process your agency used to develop the community assessment report
- List and describe the assessments, reports, and data your agency used for the community assessment report

At a minimum include:

Client Needs Assessment Report (February 2020)

Community (Stakeholders) Needs Assessment (November 2017)

U. S. Census – American Community Survey (most recent data) and/or the Community Action Partnership's Comprehensive Community Needs Assessment

Client Satisfaction Report (February 2020)

Community Partners Satisfaction Report (November 2017)

KEY FINDINGS

Analyze* the assessments, reports, and data (qualitative and quantitative) your agency used for the community assessment report

CLIENT NEEDS

- 1) Identify the significant client needs in the assessments and report your findings [Conditions of Poverty**]
- 2) Provide the possible causes (reasons) for why the client needs exist [Causes of Poverty**]

COMMUNITY NEEDS

- 1) Identify the significant community needs in the assessments and report your findings [Conditions of Poverty**]
- 2) Provide the possible causes (reasons) for why the community needs exist [Causes of Poverty**]

DATA SPECIFIC TO POVERTY

- 1) At a minimum, for your agency's service area, include the following:
 - Poverty data by gender
 - Poverty data by age
 - Poverty data by race
 - Poverty data by ethnicity
- 2) Identify the main (significant) poverty data and summarize your findings

CUSTOMER SATISFACTION

- 1) Include data and information from the customer satisfaction reports
- 2) Identify the key customer satisfaction data and information and summarize your findings

Provide and present the Executive Summary (with the documents your agency used to for the community assessment report) to your agency's governing board. The governing board must vote on a motion to accept the community assessment report, and the governing board's vote must be documented in the board minutes.

*Analyze: Reviewing data and information collected

**Low-income individual, family, and community needs are conditions of poverty. Why those conditions of poverty exist are the causes.